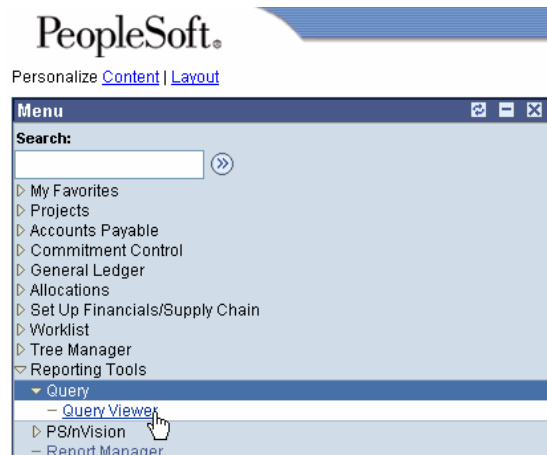


## Query Download Instructions

### 1. From the PeopleSoft Menu, select Reporting Tools > Query > Query Viewer link:



### 2. Select the query to be run and click on the 'Query Download' hyperlink

#### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By:  begins with

[Advanced Search](#)

#### Search Results

\*Folder View:

Query						Customize   Find   View All				First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	Query Download				
NDS_GL01	Itemized Transaction Register	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>	<a href="#">Query Download</a>				

### 3. You will be prompted for a Run Control ID. If you have already created one for this query, select the 'Find Existing Value' tab, otherwise:

- select the 'Add a New Value' tab
- assign a Run Control ID name (no spaces allowed)
- select the 'Add' button


#### Query Download


Run Control ID:


**4. If prompted for parameters, fill in the prompts.**

**NDS\_GL01**

---

Business Unit:  

From Date:  

To Date:  

**5. If the 'Run Batch' and 'Run Online' buttons are not available for selection, select the 'RESET' button to delete the file that was created the last time you ran the query.**

[Report Manager](#) [Process Monitor](#)

**6. If the query will return a large file, select the 'Run Batch' button. If it is a small query, select the 'Run Online' button.**

**Query Download**

---

**Query Download File**

Run Control ID: ND\_GL01

[Report Manager](#) [Process Monitor](#)

the Refresh button checks to see if the output file has been created and will make the SAVE and REFRESH buttons available for selection when the output file is ready to download. This only pertains to queries run in batch mode.

Query Name:

\*Description:

if the query will return a large file, select the Run Batch button

if the query will return a small file, select the Run Online button

select the SAVE button to Open or Save the file to your computer

the RESET button deletes the file

[Update Parameters](#)

Query Bind Name	Prompt Value
BUSINESS_UNIT	<input type="text" value="10100"/>
FROM_DATE	<input type="text" value="2006-02-01"/>
TO_DATE	<input type="text" value="2006-02-06"/>

← apply your changes to the current query

7. **Run Online:** The query creates a .CSV file. When the query has completed, the 'Run Online' and 'Run Batch' buttons will be grayed out and the 'Save' button will be available for selection. Select 'SAVE' and you will be prompted to Open or Save to your computer.
8. **Run Batch:** When you select this button, you will be prompted to complete the Process Scheduler Request. Check the appropriate box and select 'OK'.

#### Process Scheduler Request

User ID: CLANG@ND.GOV Run Control ID: ND\_GL01

Server Name: PSNT Run Date: 02/06/2006  
 Recurrence: Run Time: 10:32:26AM [Reset to Current Date/Time](#)  
 Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	NDS_QRYDLOAD	NDS_QRYDLOAD	Application Engine	Web	TXT	<a href="#">Distribution</a>

[OK](#) [Cancel](#)

- You will be taken back to the screen in #5 above. Click on the 'Refresh' button until the 'SAVE' and 'RESET' buttons are available to select.
- Select the 'SAVE' button and you will be prompted to Open or Save the CSV file to your computer.

#### Query Download

#### Query Download File

Run Control ID: ND\_GL01 [Report Manager](#) [Process Monitor](#) [Run Batch](#)

[Refresh](#)

Query Name: ND\_GL01 [Search](#) [Run Online](#) [SAVE](#) [RESET](#)

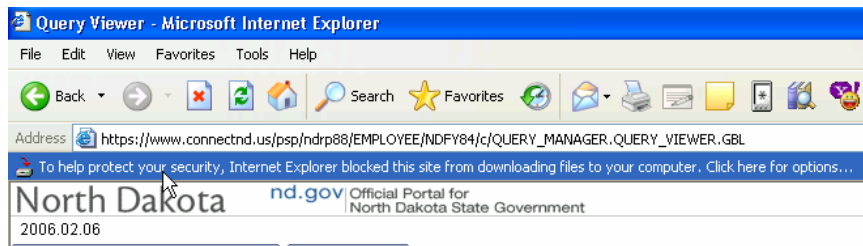
Description: ND\_GL01

[Update Parameters](#)

Query Bind Name	Prompt Value
BUSINESS_UNIT	10100
FROM_DATE	2006-02-01
TO_DATE	2006-02-06

[Save](#) [Return to Search](#)

**NOTE: Your Internet Explorer may have blocked the file from being downloaded to your pc. If this happens:**



- Click on the message then 'Download File ...' on the drop down menu.
- You will be taken back to the Query Viewer page.
- Type in the query name you were working with, then the 'Query Download' hyperlink.
- Select the 'SAVE' button and you will be prompted to Open or Save the CSV file to your computer.
- Internet Explorer should now allow the file downloaded.